

Copy a Portfolio Template

1. Click the "hamburger" menu icon.
2. Expand the *Create* menu options by selecting the caret "^".
3. Click *Pages and collections*.
4. Click *Copy*.

The screenshot displays the Faculty e-Portfolio interface. At the top, a dark blue header contains the 'NEW YORK TECH' logo on the left, a search bar for people in the center, and navigation icons (mail, user, settings, and a hamburger menu) on the right. The hamburger menu is highlighted with a yellow circle labeled '1'. Below the header, the main content area is titled 'Pages and collections' with a blue document icon and a small information icon. Below the title is a search and sort section with a search bar and a 'Sort by:' dropdown set to 'Last modified'. To the right of this section are '+ Add' and 'Copy' buttons, with the 'Copy' button highlighted by a yellow circle labeled '4'. On the right side, a dropdown menu is open, showing options: 'Dashboard', '+ Create' (highlighted with a yellow circle labeled '2'), 'Pages and collection' (highlighted with a yellow circle labeled '3'), 'Files', 'Notes', 'Tags', 'Share', 'Engage', and 'Manage'. Below the main content area, there are two cards: 'Dashboard page' and 'Profile page', each with a brief description and a lock icon. At the bottom left, the 'powered by mahara' logo is visible, along with links for 'Legal', 'About', and 'Help'.

Copy a Portfolio Template

Find the page you want to copy.

Click *Copy page* to the right of the page name.

The screenshot shows the 'Copy a page or collection' interface. At the top, there is a search bar and navigation icons. Below the search bar, there is a section titled 'Copy a page or collection' with a search input field. A paragraph explains that users can search through pages to find a starting point for a new page, and that they can click 'Copy page' to make a copy or 'Copy collection' to copy the entire collection. Below this is a table of templates with columns for 'COLLECTION TITLE', 'PAGE NAME', and 'OWNER'. A yellow arrow points to the 'Copy page' button for the first row.

| COLLECTION TITLE | PAGE NAME | OWNER | |
|------------------|--|----------------------------------|---------------------------|
| | 2022-23 Personnel Portfolio TEMPLATE | New York Institute of Technology | Copy page |
| | 2022-23 Vancouver Personnel Portfolio TEMPLATE | New York Institute of Technology | Copy page |
| | 2022-23 External Review TEMPLATE | New York Institute of Technology | Copy page |
| | Sabbatical TEMPLATE | New York Institute of Technology | Copy page |
| | HEOP Personnel Portfolio TEMPLATE | New York Institute of Technology | Copy page |
| | LIBRARIAN Promotion Portfolio TEMPLATE | New York Institute of Technology | Copy page |
| | LIBRARIAN Reappointment Portfolio TEMPLATE | New York Institute of Technology | Copy page |
| | Scholar Incentive Award Application TEMPLATE | New York Institute of Technology | Copy page |

8 pages

Copy a Portfolio Template

1. Add your full name to the front of the *Page title*.
2. Delete the word "TEMPLATE" from the *Page title*.
3. Delete all text in the *Page Description* box.
4. Add the name of your department to the *Page Description* box.
5. Scroll down and Save.

The screenshot shows the 'Settings' page for a '2022-23 Personnel Portfolio TEMPLATE'. The page has a dark blue header with the 'NEW YORK TECH' logo, a search bar, and navigation icons. The main content area is titled '2022-23 Personnel Portfolio TEMPLATE | Settings'. Below the title, there is a section for 'Basics' with a 'Page title *' field containing 'Dolly R. Parton 2022-23 Personnel Portfolio ~~TEMPLATE~~' and a 'Page description' field containing 'Music Department' and a large block of instructional text. A red callout bubble points to the 'TEMPLATE' text in the page title, and a blue callout bubble points to the instructional text in the page description. At the bottom left, there is a 'Save' button. The page is annotated with numbered callouts: 1 points to the page title field, 2 points to the 'TEMPLATE' text, 3 points to the instructional text, 4 points to the 'Music Department' text, and 5 points to the 'Save' button.

Fields marked by "*" are required.

Basics

Page title * 1 Dolly R. Parton 2022-23 Personnel Portfolio ~~TEMPLATE~~ 2 Remove "TEMPLATE"

Page description 4 Music Department 3 Use this template to apply for reappointment, tenure, or promotion. Put your full name at the beginning of the Page Title and remove the word TEMPLATE. Then, replace the contents of this box with the name of your department, scroll down and Save.

Tags Type in a search term

Search for/enter tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Advanced

Save 5

Copy a Portfolio Template

You will be redirected to the ePortfolio you created in edit mode.

The screenshot displays the edit mode of an ePortfolio. At the top, there is a dark blue navigation bar with the 'NEW YORK TECH' logo on the left, a search bar labeled 'Search for people', and several utility icons (mail, user profile, tools, and menu) on the right. Below the navigation bar, a green notification bar states 'Page saved successfully'. The main content area features a title 'Dolly R. Parton 2022-23 Personnel Portfolio | Edit' with an information icon. Below the title, a preview area contains the text: 'This area shows a preview of what your page looks like. Changes are saved automatically. Drag 'Add a new block' onto the page to add one. You can then choose what type of block it will be. You can then also drag blocks around the page to change their position.' To the right of the main content is a vertical toolbar with icons for adding blocks, settings, mobile view, lock, and back. The main content area contains a list of portfolio blocks, each with a plus icon on the left and edit/delete icons on the right. The blocks are: 'Vice-President, Review and Recommendation', 'Dean, Review and Recommendation', 'SPC, Review and Recommendation', 'DPC, Review and Recommendation', an empty block, 'Executive Summary', and 'Curriculum vitae'.

NEW YORK TECH

Search for people

Page saved successfully

Dolly R. Parton 2022-23 Personnel Portfolio | Edit

This area shows a preview of what your page looks like. Changes are saved automatically.
Drag 'Add a new block' onto the page to add one. You can then choose what type of block it will be. You can then also drag blocks around the page to change their position.

- ✦ Vice-President, Review and Recommendation
- ✦ Dean, Review and Recommendation
- ✦ SPC, Review and Recommendation
- ✦ DPC, Review and Recommendation
- ✦
- ✦ Executive Summary
- ✦ Curriculum vitae

Copy a Portfolio Template

You can navigate to your ePortfolio pages directly from the homepage.

NEW YORK TECH Search for people

Faculty Personnel Portfolios

Noreen O'Brien

If you are using either Firefox or Internet Explorer, certain features of the site may not work properly. Log out and use a different browser (Safari or [Chrome](#)) instead.

Need help? Consult the documentation:

- [All Faculty and Staff](#) (except NYITCOM)
- NYITCOM Faculty instructions [[PDF v2022.5](#), [Video](#)]

See portfolios you have shared <https://eportfolios.nyit.edu/view/share.php>

Edit dashboard

My portfolios

[Dolly R. Parton 2022-23 Personnel Portfolio](#)
Music Department

1 result

Inbox

[Institution membership confirmation](#)